

Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

DUE: Friday, January 19, 2018

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page

▼ Application

Project or Activity Title

Furniture for Student Transition & Engagement Programs (STEP) Conference/Meeting Rooms

Requestor

Doreen Hatcher

Requestor Phone Number

8054373156

Requestor Email

doreen.hatcher@csuci.edu

Amount of MSFT Funding Requested

10400.00

Date Funding Needed by

September 1, 2018

Are you a member of the Division of Student Affairs?

- ☐ No
☒ Yes

Please select your Student Affairs reviewer

DeBoni, Toni Rae - Associate Vice President for Student Affairs/Dean of Students

Will you receive funds from any other source(s)?

- ☒ No
☐ Yes

Has this project or activity previously received MSFT funding?

- ☒ No
☐ Yes

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

We would like to update the STEP conference and meeting rooms with movable furniture to be used by student clubs and organizations. Studies show that participating in student clubs and organizations enhances the educational experience and creates opportunities for leadership development, and as the campus student population grows, so does the number of students participating in clubs and organizations. Therefore, in order to meet the growing need of space requests for meetings, workshops and projects, BTE 1804 and BTE 1802 have been re-purposed for use by student clubs and organizations.

The funds will be used to buy furniture that can be repositioned and manipulated to change the room dynamics depending on the needs of the group utilizing the space (e.g. conference style for meetings and study groups, classroom set up for workshops). These rooms will also serve as alternative spaces for study groups, making the spaces available to all students regardless of their affiliation with a student organization.

Funding will support the purchase of: 22 moveable chairs with arms and casters, black frame and shell, \$160 - \$200 each; 12 chairs for BTE 1804 and 10 chairs for BTE 1802; 10 moveable rectangular tables with casters, black edges and base, \$600 each; 6 tables for BTE 1804 and 4 tables for BTE 1802.

Brief Project Description Additional Documents

Project/Activity Budget

Budget is \$10,400, priority for items if funded at reduced level:

#1: 6 tables and 12 chairs for BTE 1804, \$6,000

#2: 4 tables and 10 chairs for BTE 1802, \$4,400

#3: 6 tables without chairs for BTE 1804, \$3,600

We are currently utilizing furniture previously used in the Mission Lounge area before upgrades were made using MSFT funding from 2016-2017.

Project/Activity Budget Additional Documents

Project Assessment

Daily counts of individual students and groups using the spaces will be recorded, and signage will be placed in the rooms.

Project Assessment Additional Documents

Sources of Project Support

MSFT would be the only source of support for this project.

Sources of Project Support Additional Documents

Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Doreen Hatcher Jan 18 2018

▼ Student Affairs Review

☒ I approve of this MSFT Fee Application

 Toni DeBoni Jan 18 2018

▼ VP Student Affairs Review

☒ I approve of this MSFT Fee Application

 Genevieve Evans-Taylor Jan 18 2018